



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Authorize Funds From the Protocol Account For The City Council To Host a Recognition Dinner Honoring Citizen Volunteer Service And Retirements On Various Boards And Commissions (Approximately \$9,300)

**MEETING DATE:** June 20, 2001

**PREPARED BY:** City Clerk

**RECOMMENDED ACTION:** That the City Council, pursuant to Resolution No. 2000-126, authorize funds from the Protocol Account and direct the City Clerk to coordinate the Council-hosted recognition dinner honoring citizen volunteer service and retirements on all City boards and commissions.

**BACKGROUND INFORMATION:** For more than 10 years the City Clerk's Office has coordinated an annual event hosted by the Lodi City Council to extend its appreciation to the members of this community who volunteer their time and talents toward serving as a member of a Council-appointed board or commission. Over the years, with the incorporation of many additional volunteer groups in the community, this event has increased to a number now approaching 400 individuals. In addition to the boards and commissions members, the event now includes volunteers from the following groups and Council-appointed task forces:

- Animal Friends Connection
- Animal Shelter Task Force
- Animal Shelter Volunteers
- Boosters of Boys and Girls Sports
- Friends of the Library
- Library Board
- Library Foundation Board
- Hutchins Street Square Foundation
- Lodi Lake Docents
- Lodi Sports Foundation
- Veteran's Day / Plaza Project Advisory Committee
- Police Chaplains
- Police Partners
- Skateboard Task Force
- Swimming Pool Task Force

It is estimated that the individuals comprising these boards, commissions, committees, task forces, etc., have volunteered well in excess of **45,000 hours** during the past twelve months to assist the City and the Council in its efforts to conduct business, provide safety, and ensure recreational opportunities for members of this community, and are in great part responsible for "enhancing the quality of life for Lodi residents". In past years, a significant amount of time on the part of the City Clerk's staff was devoted to set-up, serving beverages, and clean-up of a reception type event. Each year the current Mayor selects the type of event and participates in the program. The proposed format selected for this year's event, "reflecting our high community standards," and suitably expressing gratitude for the enormous contribution of our City's volunteers – is a sit down / served dinner handled entirely by a local caterer. In an effort to keep costs within a reasonable amount, it is suggested that the past practice of allowing honorees to bring a guest, be discontinued. The event is tentatively scheduled for Thursday, August 23, 2001 from 5:30 p.m. to 8:30 p.m. at Hutchins Street Square ~ Kirst Hall.

APPROVED:

  
H. Dixon Flynn – City Manager

Below is an estimate of the costs related to this event:

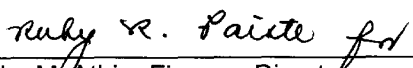
20 retirement awards for board and commission members	\$(200)
In-house invitation preparation and mailing costs	\$ 250
Decorations	\$ 250
Hutchins Street Square on-site event security	\$ 225
Catering (set-up, served dinner, cleanup) <b>\$24.50 per person x 350 =</b>	<b><u>\$8,575</u></b>

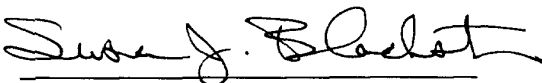
Total Estimate    =    \$9,300

There is currently more than \$8,500 remaining in the Protocol account. It is recommended that a 50% deposit be paid to the caterer out this year's budget.

*\*Note: Award plaques were purchased previously, and will be customized by the City Clerk's Office for the recipients.*

**FUNDING:**    \$9,300 from the Protocol Account 100120 as follows:  
                  2000-01 Budget -- \$4,287.50 (50% of Caterer's fee)  
                  2001-02 Budget -- \$5,012.50

  
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Vicky McAthie, Finance Director

  
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Susan J. Blackston  
City Clerk